

APPENDIX 5

Engineering Division Authority/Responsibility Matrix

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Descriptions of the responsibilities of individuals are found in their individual job descriptions. The descriptions of the responsibilities of organizational units are found in the ED Organization, Mission and Function Statements. The responsibilities of both individuals and organizational entities are summarized in the following matrix:

RECORD OF AUTHORITY FOR ACTIONS									
	Chief, ED	Special Asst. to Chief, ED	Branch Chiefs (Mgt. Team)	Section Chiefs	Admin Officer	Value Engr	ITRT Leaders	ITRT Members	Design Team Members
Determine staffing levels	A	A	R	I					
Revise official duties	A	A	A	R/I					
Write/revise job descriptions	A	A	A	A					
Provide training	A	A	A	R					
Give performance ratings	A	A	A	R					
Give recognition/awards	A	A	A	R	I				
Assign work	A	A	A	A			I		
Approve plans & specs.	A	A	A	R			R		
Approve BCOE review/certificate	A	A	A	R			R		
Approve overtime	A	A	A	R					
Approve construction estimate		A	A	R			R		
Approve A-E government estimate		A	A						
Approve pre-selection of A-E's	A	A	A	R					
Approve selection of A-E's	A	R	R						
Establish new procedures	A	A	A	R	R	R	R	R	R
Establish new work instructions	A	A	A	A	R	R	R	R	R
Adopt lessons learned		A	A	A	A		R/I	R/I	R/I
QC validation	A		A	R			R		I
QA validation	A		A	R			R		
Stop work to fix nonconformity	A	A	A	R		R	R	R	R/I
Verify implementation of fix	A	A	A	A		A	A	R	R/I
Legend: A = Approve, R = Recommend, I = Implement									